



Enrollment Action Checklist For COBRA Participants

2020 Benefits Open Enrollment Period: May 04 – 20, 2020
Coverage Effective Date: July 1, 2020



All the information you need to help you prepare for and complete Open Enrollment is located on the Statewide Benefits Office (SBO) website: de.gov/statewidebenefits > select "Open Enrollment."

STEP UP DURING OPEN ENROLLMENT and actively participate between **May 4 – 20, 2020** by completing these two simple steps:




STEP ONE: Enroll or make changes to your health, dental and/or vision coverage by logging into the [ASI COBRA Member Self-Service Portal](#) and accessing your account.

- ☐ **If enrolling a spouse or dependent child for the first time**, you will be required to submit a Birth Certificate (for dependents only), Marriage Certificate, Social Security numbers or other required documentation as applicable to [ASI COBRA](#).
- ☐ **If enrolling a dependent child for the first time**, complete a Dependent Child Coordination of Benefits (DCOB) Form only if you are newly enrolling a dependent(s) on your health plan (Aetna or Highmark Delaware) for July 1, 2020 and the dependent(s) have other health coverage. The DCOB Policy and Form are located on the [SBO Website](#).
- ☐ **If enrolling in a HMO (Aetna or Dominion National) plan**, you are required to select a primary provider for you and your covered dependents. Be sure to confirm the provider participates in the plan's network and is accepting new patients prior to enrolling.



STEP TWO: Complete the online [Spousal Coordination of Benefits Form](#) if you will be covering your spouse under a Highmark Delaware or Aetna health plan as of July 1, 2020.

Failure to submit a new form each year will result in a reduction of spousal health benefits.

 **Where You Can Learn More:** There are several tools on the [SBO Website](#) to help you actively participate in Open Enrollment and be a wise healthcare consumer:

- ↳ **Online Courses** – *How to Select a Health Plan* and *Choosing the Right Care* provide helpful information and resources. There are even online courses available that cover each of the four health plans.
- ↳ **Spousal Coordination of Benefits Form Self-Service Guide** – Document provides step-by-step guidance in navigating and completing the Spousal Coordination of Benefits Form.
- ↳ **Health Plan Comparison Chart** – Document provides a side-by-side comparison of the four health plans offered by the State of Delaware.
- ↳ **And More!** – Access plan booklets, highlights, etc.

Have question about Open Enrollment or your benefits?

Contact ASI COBRA at 1-877-388-8331 or cobra@asicobra.com with questions regarding your COBRA Continuation Coverage status, premium payments and plan rates.